

# Martin Manser

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## Courses for 2013

Course title	Days	Dates	Dates	Dates	Dates	Dates
Confident Written Communications	1	16 Jan	12 March	23 April	18 June	10 Sept
Effective Meetings	1	30 Jan	19 March	30 April	19 June	11 Sept
Effective Presentations	1	31 Jan	28 Feb	1 May	26 June	17 Sept
Effective Project Management for Beginners	1	6 Feb	7 March	2 May	27 June	18 Sept
Effective Report-Writing Skills	2		5-6 March		4-5 June	
Effective Time Management	1	12 Feb	13 March	14 May	2 July	24 Sept
How English Works	1	13 Feb	20 March	22 May	3 July	25 Sept